



Request for Proposal 07-X-38335

For: Safety Review Services for New Jersey DOT

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	May 10, 2006	5.00 PM
Mandatory Pre-bid Conference	N/A	N/A
Two (2) Mandatory Site Visits 1. New Jersey Transit 2. Delaware River Port Authority (Refer to RFP Section 1.3.3 for more information.)	April 27, 2006 May 3, 2006	9.00 AM - 4.00 PM
Bid Submission Due Date (Refer to RFP Section 1.3.2 for more information.)	June 1, 2006	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

Small Business Set-Aside (Refer to RFP Section 4.4.2.2 for more information.)	Status <input type="checkbox"/> Not Applicable <input type="checkbox"/> Entire Contract <input type="checkbox"/> Partial Contract <input checked="" type="checkbox"/> Subcontracting Only	Category <input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> II <input checked="" type="checkbox"/> III
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RFP Issued By

State of New Jersey
Department of the Treasury
Division of Purchase and Property
Trenton, New Jersey 08625-0230

Using Agency/Agencies

State of New Jersey
Department of Transportation

Date: 4/4/06

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the State of New Jersey, Department of Transportation (DOT). The purpose of this RFP is to solicit bid proposals to engage the services of a contractor to provide support services to NJDOT, whose responsibility under this contract is to perform safety oversight of fixed guideway transportation. The NJDOT intends to solicit interest from qualified firms, to provide support services in conducting safety audits. NJDOT's Manager of Fixed Guideway Safety Oversight will provide the overall project direction and coordinate work orders for the project elements that are schedule sensitive.

The expected services are described in RFP Section 3.0 (Scope of Work).

The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The NJ Standard Terms & Conditions version 01 20 06 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

This is a reprocurement of the Safety Review Service-Newark Subway System and Patco – NJDOT term contract, which expired on 4/14/05. Bidder's who are interested in the current contract specifications and pricing information may review this contract (T-2088) attached as Appendix One.

A rule issued by the Federal Transit Administration (FTA), (49 CFR, part 659) placed responsibility for safety oversight on each state that has, or is planning to have, rail fixed guideway systems for the State. To meet the requirements of the FTA Rule, the New Jersey Department of Transportation (NJDOT) is required to perform safety reviews (audits) of rail fixed guideway systems operating within the State of New Jersey. The NJDOT intends to use contractors that are qualified to perform this safety review (audit) of rail fixed guideway systems for the State. The scope of work for this project will include the performance of an on-site safety review of each transit agency's implementation of its safety and security program plan; the preparation of a report containing findings and recommendations resulting from the review, which, at a minimum must include an analysis of the efficacy of the system safety and security program plan; and a determination of whether the system safety and security program plan should be updated.

Under Title 49CFR part 659, Rail Fixed Guideway Systems: State Safety Oversight (49 CFR Part 659) the NJDOT is required to establish a fixed guideway transportation safety and security program and oversee the safety of a fixed guideway transit systems and as a minimum, conduct triennial safety reviews and provide submittals, reports and certifications to the FTA.

The following sections of the Federal Transit Administration (FTA) regulations should be noted.
49 CFR Part 659.23 Confidential Investigation reports.

This states that the State may prohibit an investigation report that may be prepared by the oversight agency from being admitted into evidence or used in a civil action for damages resulting from a matter mentioned in the report.

49 CFR Part 659.33

The oversight agency may prohibit a transit agency from publicly disclosing the security aspects of the system safety program plan.

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Purchase Bureau will accept questions and inquiries from all potential bidders electronically via web form. To submit a question, please go to Current Bid Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders are not to contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Purchase Bureau website after the cut-off date (see Section 1.4.1. of this RFP for further information.)

1.3.2 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL BE REJECTED. THE DATE AND TIME IS INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:**

**BID RECEIVING ROOM - 9TH FLOOR
PURCHASE BUREAU
DIVISION OF PURCHASE AND PROPERTY
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, P.O. BOX 230
TRENTON, NJ 08625-0230**

Directions to the Purchase Bureau can be found at the following web address:
<http://www.state.nj.us/treasury/purchase/directions.shtml>

Note: Bidders using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Purchase Bureau.

1.3.3 MANDATORY SITE VISITS

There are variations in the size and complexity of each transit system. It is important for the bidder to have an overview and general understanding of the system in order to prepare a bid that is competitive and responsible. Therefore a Mandatory Site Visit has been scheduled for this

procurement. The date, time, and location are as follows: Potential bidders must make an appointment to visit each by calling the individual listed below.

The dates for the site visits are shown on the cover page to this RFP. The site visits on these days must be arranged through the Port Authority Transit Corporation and the Newark Subway System. Both site visits shall occur between the hours of 9:00 a.m. and 4:00 p.m. Bidders who do not attend both mandatory site visits will have their bid proposals rejected.

CAUTION: Bid proposals will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Site Visits.

New Jersey Transit – Newark City Subway (NJT-NCS)

Newark City Subway Location

Penn Station – Newark

Penn Plaza East

Raymond Blvd.

Newark, New Jersey 07106

Contact: Paul Lidaka at 973-522-3620 to arrange for appointment for the site visit and directions to the site.

Delaware River Port Authority – Port Authority Transit Corporation. – (DPRA-PATCO)

Port Authority Transit Corporation Location:

Carlton Avenue and Pinelawn Avenue

Lindenwold, New Jersey 08021

Contact: C.H. Gunther at 856-772-6928 to arrange for appointment for the site visit and directions to the site.

IMPORTANT NOTE:

NO QUESTIONS OR INQUIRIES REGARDING THE SUBSTANCE OF THIS RFP WILL BE ACCEPTED OR ANSWERED DURING THE MANDATORY SITE VISITS. ALL QUESTIONS MUST BE HELD AND SUBMITTED IN ACCORDANCE WITH RFP SECTION 1.3.1.

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, SELECT THE BID NUMBER ON THE BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

[HTTP://WWW.STATE.NJ.US/TREASURY/PURCHASE/BID/SUMMARY/BID.SHTML.](http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml)

There are no designated dates for release of addenda. Therefore interested bidders should check the Purchase Bureau "Bidding Opportunities" website on a daily basis from time of RFP issuance through bid opening.

It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.**

All bid proposals, with the exception of information determined by the State to be proprietary, are available for public inspection.

Interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

1.4.5 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.6 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum – Written clarification or revision to this RFP issued by the Purchase Bureau.

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Amendment – A change in the scope of work to be performed by the contractor. An amendment is not effective until it is signed by the Director, Division of Purchase and Property.

Bidder – An individual or business entity submitting a bid proposal in response to this RFP.

Contract – This RFP, any addendum to this RFP, and the bidder's proposal submitted in response to this RFP, as accepted by the State.

Contractor – The bidder awarded a contract resulting from this RFP. Also, referred to as the Implementation Contractor.

Director – Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division – The Division of Purchase and Property

Evaluation Committee – A committee established by the Director to review and evaluate bid proposals submitted in response to this RFP and to recommend a contract award to the Director.

Firm Fixed Price – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by the State unless there is a change in the scope of work.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May – Denotes that which is permissible, not mandatory.

Project – The undertaking or services that are the subject of this RFP.

Request for Proposal (RFP) – This document which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of the using Agencies as identified herein.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State Contract Manager – The individual responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work as set forth in Sections 5.2, 5.2.1, 5.2.2 and 5.2.3.

Subtasks – Detailed activities that comprise the actual performance of a task.

State – State of New Jersey.

Subcontractor – An entity having an arrangement with a State contractor, where the State contractor uses the products and/or services of that entity to fulfill some of its obligations under its State contract, while retaining full responsibility for the performance of all of its [the contractor's] obligations under the contract, including payment to the subcontractor. The subcontractor has no legal relationship with the State, only with the contractor.

Task – A discrete unit of work to be performed.

Using Agency[ies] – The entity[ies] for which the Division has issued this RFP and will enter into a contract.

2.2 CONTRACT SPECIFIC DEFINITIONS

APTA – American Public Transit Association

DRPA – Delaware River Port Authority

FTA – Federal Transit Administration, United States Department of Transportation (formerly known as the Urban Mass Transportation Administration)

Fixed Guideway System – Means any light, heavy, or rapid rail system, monorail, inclined plane, funicular, trolley, or automated guideway (public or private) that is : 1. Included in FTA's calculation of fixed guideway route miles or receives funding under FTA's formula program for urbanized areas (49USC 5336); and 2. Not regulated by the Federal Railroad Administration.

NJDOT – New Jersey Department of Transportation.

PATCO – Port Authority Transit Corporation.

Project – The undertaking or services that are subject of this RFP.

NCS – Newark City Subway System.

NJT – New Jersey Transit.

Transit Agency – For the purpose of this contract there are two transit agencies 1) New Jersey Transit – Newark City Subway System and 2) Delaware River Port Authority – Port Authority Transit Corporation.

Triennial Review - A safety review of a transit agency's system safety program plan that occurs, at a minimum, once every three (3) years.

3.0 SCOPE OF WORK

The Contractor shall perform an on-site safety review of each transit agency on behalf of the NJDOT pursuant to State and Federal regulations and prepare and submit reports on conducted reviews. The safety reviews shall provide an evaluation and overall assessment of each of the fixed guideway transit system's implementation of its; 1) system safety and security program plan (SSPP), and 2) compliance with the Federal Transit Administration 49 CFR 659, and 3) New Jersey DOT State Safety Oversight Program Standards and Procedures. For the purposes of the Safety Review Services that are provided in the Contract, the Federal Transit Administration, Rail Fixed Guideway Systems; State Safety Oversight-Final Rule dated December 27, 1995 (Effective January 29, 1996) will be the regulation used.

The Contractor using licensed professional engineers (as appropriate) and/or professionals in the disciplines required by the nature of the project shall perform project management for all activities, including coordinating and monitoring those activities involving NJDOT, the transit agency, and other agencies as necessary.

- The Contractor shall review the development and adoption of a system safety and security plan, as applicable, by the fixed guideway transit systems according to the State's System Safety Program Standard and Procedures.
- The Contractor shall perform "Triennial " Safety and Security reviews (audits) of the NJ Transit – Newark City subway and the DRPA - PATCO according to the State and Federal, "State safety oversight program of fixed guideway systems."
- The contract documents needed to perform the safety reviews include the NJDOT Safety Oversight Program Standards and Procedures. A copy of the Standards and Procedures will be provided as an appendix to the RFP.

3.1 Description of Required Services – State Safety Oversight Program

The services that shall be provided by the Contractor, include the planning, scheduling, and performance of activities to support the safety and security review (audit) of a fixed guideway system.

The New Jersey, Department of Transportation (NJDOT), as the designated agency responsible for carrying out safety oversight, has the responsibility to oversee the safety of transit systems operating within the State, or between this State and adjacent states (Delaware, New York, and Pennsylvania). NJDOT has developed standards and procedures for the oversight of fixed guideway transit systems and its system safety programs in compliance with the Federal Rule 49CFR, Part 659. The NJDOT Safety Oversight Program standards and procedures shall be used by the Contractor to assist the NJDOT in the audit of the implementation of a fixed guideway system's safety/security program plan, required updates, and modifications as deemed necessary.

On behalf of NJDOT, the Contractor shall examine safety activities performed by the transit agencies (NJ Transit and DRPA-PATCO) to ensure that they are implemented according to its system safety/security program plan (SSPP). The examinations by the Contractor shall consist of an inspection of all subsystems to verify (with a reasonable confidence level) that safety and security activities are performed according to the fixed guideway's operating SSPP.

3.1.1 Work Program

The Contractor shall conduct a work program that includes all activities associated with the performance of safety and security reviews (audits) and, as a minimum, Section 3 of this RFP.

The work program shall include as a minimum:

- A review of the adoption and implementation of each transit system's safety program and security plan as developed by the transit systems according to the State's System Safety Program Standard and Procedures (included as part of the contract documents) and compliance with FTA 49CFR Part 659.
- A review of each transit agency's implementation of an internal audit program for identifying, tracking, and resolving safety and security program deficiencies.
- A review of each transit agency's method for scheduling, tracking and implementing corrective actions for reportable accidents and unacceptable hazardous conditions.
- An examination of each transit agency's safety and security management practices and processes, as applicable for tracking all items necessary to maximize safety and security in the areas of operation, maintenance, training, inspections and employee testing.
- A determination with supporting information of whether or not the transit agency is following its Safety and Security Program Plan (SSPP); and whether or not the SSPP was prepared according to the State and Federal safety oversight program requirements.

3.1.2 Description of Required Services - Other

The Contractor shall perform safety and security site inspections and reviews (audit) of fixed guideway transit systems operating in New Jersey and/or with transit extensions into other states.

A major element of the work program which shall be performed by the Contractor includes an on-site inspection and audit of both transit agencies systems safety and security program plan and reporting systems. The Contractor's work program shall be planned to minimize disruption of both transit system's scheduled activities.

For the purposes of this work program, references to fixed guideway transit system and transit agency shall mean the New Jersey Transit Bus/Rail Operations, Inc. - Newark City Subway System and their management and operating personnel, as applicable. It shall also include the DRPA PATCO and their management and operating personnel, as applicable.

3.1.3 Description of Required Services - Continued

The Contractor shall conduct on-site reviews on behalf of the NJDOT pursuant to State and Federal regulations and prepare and submit reports on conducted reviews. The safety reviews shall provide an evaluation and overall assessment of both transit agency's implementation of its system safety and security program plan (SSPP) and compliance with Federal Transit Administration 49 CFR 659 and New Jersey DOT State Safety Oversight Program Standards and Procedures.

The contractor shall provide on-site inspections to accomplish the scope of work. As a minimum, the inspections must include:

- A review of the transit agency's development and adoption of its system safety and security program plan for the fixed guideway transit system that complies with the State's System Safety Program Standard; the American Public Transit Association's

(APTA) Manual for System Safety Program Plans” and Sample Format-Rail Transit System Safety Program Plan;” Procedures which are part of State’s Oversight Program, included in the contract documents; and MIL STD. 882 as applicable.

- An inspection of the transit agency’s implementation of its system safety and security program plan.
- A review and evaluation of each transit agency’s internal audit program that inspects, identifies, tracks, and resolves safety and security program deficiencies.
- A review of each transit agency’s method for scheduling, tracking and implementing corrective actions for reportable accidents and unacceptable hazardous conditions.
- An examination of each transit agency’s safety and security management practices and processes, as applicable, for tracking all items necessary to maximize safety and security in the areas of operations, maintenance, training, inspections and employee testing.

3.2 Project Management

3.2.1 The Contractor's Project Manager

The Contractor shall designate a person, assigned as Project Manager and responsible for the Contractor's work. NJDOT will communicate with the Contractor through the Project Manager for all work and project matters unless otherwise notified, in writing, by the Contractor.

The Contractor shall perform the services with the persons designated in the work program over the contract period. Any changes in personnel shall be due to unforeseen circumstances beyond the control of the Contractor. Changes in personnel shall be reviewed and subject to the approval of the NJDOT.

The Contractor’s Project Manager shall provide:

- Project management for the activities listed above as well as efforts required for coordinating and monitoring these activities.
- Coordination with NJDOT and the transit agencies.
- Coordination with other contractors and other State and Federal agencies as requested by NJDOT.

3.2.2 Project Schedule

- The Contractor shall prepare and submit to NJDOT within ten (10) working days after contract award, a detailed schedule showing major activities, milestones, input requirements, and deliverables for all activities required in this contract. The project schedule shall allow for Preliminary and Final Report submittals and the review and approval of those reports by NJDOT (and by each transit agency when appropriate). Any changes to the schedule must be approved by NJDOT.
- The Contractor shall submit to NJDOT a schedule, containing activities, similar to the proposed events as follows:
- Five (5) working days after contract award. The contractor and NJDOT shall have a kick off meeting to discuss all aspects of the contract.

- Ten (10) work days after contract award. The contractor shall request a copy of the transit agency's System Safety and Security Program Plan (SSPP) and supporting procedures and documentation.
- Twenty (20) days prior to any audit. The contractor shall formally notify the transit agency of the audit.
- Thirty (30) work days after contract award – The contractor shall hold a Pre-Audit meeting (to be attended by representatives of the Contractor, transit agency and NJDOT).
- Forty (40) work days after contract award – Send Hold Harmless Form to each transit agency. Contractor to obtain the transit agency's System Safety and Security Program Plan (SSPP).
- Sixty (60) work days after contract award – Contractor shall complete review of each transit agency's SSPP, procedures and supporting documentation and issue an "Audit Check List" to the transit agency with copies to NJDOT. The "Audit Check List" shall contain, as a minimum; the APTA twenty-four (24) item checklist referenced in the FTA and State Safety Oversight Program documents.
- Eighty (80) work days after contract award- Contractor shall complete with each transit agency an "Initial" Audit Interview & Conference, listing responsible managers and other personnel scheduled for attendance. The Contractor will assist the transit agency in formulating and scheduling this activity.
- One-hundred (100) work days after contract award - The Contractor shall complete the audit(s) and submit the Preliminary Audit Report(s) and Findings to each transit agency and NJDOT. Prior to preparing the Preliminary Report, the Contractor shall conduct a planned exit briefing with the Transit Agency's General Manager or Director to discuss the review and findings.
- One-hundred and thirty (130) work days after contract award. The contractor shall complete and submit – Preliminary Reports of the safety reviews, which contains findings and information or materials relevant to the reviews, including any non-compliance items, to the NJDOT. The Contractor and NJDOT shall review the Preliminary Report for content and accuracy prior to submittal to each Fixed Guideway Transit Agency. (Reference Section 3.7.2 for number of copies)
- One-hundred and sixty (160) work days after contract award - The Contractor shall submit the Preliminary Audit Report(s) to each transit agency and NJDOT. (Reference section 3.7.2 for number of copies.)
- Two hundred and twenty (220) work days after contract award - The Contractor shall conduct any meetings with each transit agency for the purposes of additional information or clarification. The contractor shall advise the transit agency on the areas requiring response and the response time. Each transit agency will complete the review of the Preliminary Report and submit comments to the Contractor with copies to NJDOT.
- Two hundred and eighty (280) work days after contract award – The Contractor shall complete the Final Audit Report(s), including an executive summary of the reviews as

well as submitting copies to the NJDOT and each transit agency. (Reference Section 3.7.2. for number of copies)

3.2.3 Project Reporting

The Contractor shall prepare and submit to NJDOT a Project Report, containing audit reports, findings, and conclusions. The Contractor and NJDOT shall agree to the format of the Project Reports.

3.2.4 Subcontractors

The Contractor shall manage, administer, and coordinate the work and performance of its subcontractors to ensure conformance with NJDOT's standard policy and contract matters. The contractor shall submit a report as directed by the State Contract Manager that describes the usage of subcontractors and provide a comparison of that usage to the usage proposed in the Subcontractor Utilization Report submitted with the bid proposal. This report shall include the Subcontractors firm (s) name, payments to date and billings to date. NJDOT and the Contractor will determine the format of this report. .

3.2.5 Invoices

Contractor shall submit invoices to NJDOT in a format to be approved by NJDOT. The invoices shall segregate costs by activity and task, corresponding to the Project Management Plan.

3.3 Support Services

3.3.1 Coordination

Access to each transit agency shall be coordinated through NJDOT. Following coordinated access to the transit agency, the Contractor may arrange field meetings, informational visits, and follow-up work, informing NJDOT of the scheduled event. All coordination/communication with each transit agency and/or Federal agencies will be made through NJDOT, unless otherwise approved on a case-by-case basis.

3.4 Submittals

All formal deliverables submitted to NJDOT shall under go a complete quality review by the Contractor to represent a high-grade professional product that is presentable to agencies of the State and Federal government.

3.5 Project Status Reports

Project Status and other required reports (including subcontractor reports) shall be submitted as specified in Section 3.2.2 Project Reporting and 3.4 Submittals.

3.6 Reports, Recommendations, and Requests for Data

The following list summarizes the special reports, recommendations and requests that the Contractor shall submit to NJDOT. The Contractor shall identify in the Detailed Project Schedule the time frame in which this material shall be submitted.

- a. Inspection reports and safety reviews, pre-audit, audit checklists, draft and final audit report.

b. Formal request/notification to transit agency for scheduling the availability of personnel, records and data related to audit of system safety program plan.

3.7 Contractor Submittals

3.7.1 Deliverables:

Safety and Security Audit Checklist - The Contractor shall submit a listing of all items to be reviewed as part of the audit.

Preliminary Review Report -The Contractor shall submit a report that identifies initial findings and recommendations resulting from the audit.

Final Audit Report - The Contractor shall submit a complete report that includes an executive summary. The report shall summarize the activities, identify the findings and recommendations, and shall contain a reasonable schedule for the completion of all corrective action plans.

Contract wrap-up – The Contractor shall submit a contract wrap-up that includes the submittal by the Contractor of all information gathered, collected and generated during the safety review.

The Contractor shall provide copies (Reference Section 3.7.2 for number of copies) of all safety review audit checklists, including findings, recommendations and required corrective actions.

The Contractor shall provide copies of the preliminary and final safety reviews (audit) reports and any supporting documentation.

3.7.2 Contractor Submittal Requirements

Written material shall be produced on standard paper 8 1/2" x 11".Larger size reproductions, drawings, charts and other graphics shall be produced and arranged to accommodate a finished overall fold size of 8 1/2" x 11".

In addition to hard copies of submittals and reports, the data shall be recorded on CD-ROM (electronic data) using, at least, Microsoft Office 2000 Software Package. Alternatively, the data can be recorded using other software that is compatible and readable using Microsoft Office 2003 software. Each CD-ROM shall be labeled by subject matter and contain only material related to the referenced subject. Each CD-ROM shall contain no more than 50% of the CD-ROM capacity in electronic data.

a. Preliminary reports, recommendations, and requests for data produced as part of this contract shall be submitted by the Contractor as follows:

1. Written material - Three (3) hard copies and one (1) electronic copy.
2. All charts, graphics, illustrations - One (1) hard copy and one (1) electronic copy.
3. In-Progress Reports - Same as "a.1" above.

b. Final Submittal - Refer to RFP Section 3.7 titled "Final Audit Report" Final Report recommendations, corrective actions, and other supporting data shall be submitted by the Contractor as follows:

1. Written material - Five (5) hard copies and one (1) electronic copy.
2. Charts, graphics, illustrations - Three (3) hard copies and one (1) Electronic copy.

3.8 Review of Submittals

NJDOT will coordinate all reviews and comments regarding Contractor's submittals. Review comments will be provided to the Contractor as defined in the Project Scope of Services and Schedule of Activities. On occasion, it may be necessary to hold joint meetings with all concerned parties (including subcontractor(s)). The review of Submittals will include:

3.8.1 Preliminary Review Report

A Preliminary Audit Report shall be prepared and submitted to NJDOT within fifteen (15) work days of the site audit and include:

- a. A completed "Audit Checklist" and findings, including any non-compliance items.
- b. Any information or materials relevant to the review.

The NJDOT will review the Preliminary Audit Reports for content and accuracy prior to submittal to the Transit Agency.

Each Transit Agency shall receive the Preliminary Audit Report within thirty (30) work days of completion of the site audit.

3.8.2 Final Report

After all audit items have been reviewed with the transit agency; concluding with corrective actions and a schedule for implementation, the Contractor shall prepare a final report of reviews, including a discussion of resolved and unresolved (if any) matters.

The final report shall include an executive summary of the review.

The final reports shall include the findings, recommendations, requirements and conclusions for each of the following items: (The report should indicate if there are no remaining action items.)

1. Each transit agency's Safety and Security Program including the implementation of its System Safety and Security Program Plan.
2. All materials and information reviewed, interviews with staff, and any disagreed upon review item and its resolution.
3. Any non-compliance items, corrective action plans and implementation schedules.
4. The finalized Safety and Security Audit Checklist and the findings for each item.
5. Each transit agency's internal audit process and its implementation.

6. Each transit agency's level of compliance with the State Safety Oversight Program.
7. The need for each transit agency to update its System Safety and Security Program Plan, as applicable, or program implementing procedures.
8. Any specific recommendations for possible improvement to each transit agency's safety and security program and implementing procedures, as applicable.
9. Any needed follow-up actions, either by the Contractor, the NJDOT or the transit agency, and a schedule for completion of the action items.
10. All supporting documents and relevant materials shall be included with or referenced by the final reports.
11. Preparation and completion of the final reports.
12. Distribution of the final reports as required in Section 3.2. No other distribution shall be made except additional copies as requested by the FTA.

3.9 Data to Be Provided by NJDOT

NJDOT provides with this RFP an appendix that contains the State Safety Oversight Program Standards and Procedures. Within this document is information needed by the contractor including: (1) Standards for Safety and Security Programs, and (2) procedures used to determine that a transit agency's safety and security program plan meets the minimum standards and requirements according to the federal and state oversight program.

3.10 Additional Site Safety Audit Reviews

The contractor may be required to perform additional site safety audit reviews that are not specified in section 3.0 through and including section 3.9 of the Scope of Work. For example , if an accident occurs during the performance of the audits the contractor may be requested to audit the accident and determine if a failure to follow site safety procedures was a contributing factor. There may be other situations that may require additional audits.

When such situations occur, the State Contract Manager and the contractor shall meet, discuss the added audit work and agree on the personnel, work hours and deliverables needed to perform that work. Payment shall be based on actual hours worked multiplied by the hourly rates provided on the supplemental price schedule page. If no such situations occur, there will be no hourly rate payments to the contractor.

3.11 Changes in Security Clearance

The contractor shall inform the State contract Manager of any change in the security clearance of itself any personnel and any subcontractor/s during the term of the contract.

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and submitting its bid proposal.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page

<http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. **State regulation mandates that late bid proposals are ineligible for consideration. THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.**

4.3 NUMBER OF BID PROPOSAL COPIES

The bidder must submit one **(1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit **eight full, complete, and exact copies** of the original proposal. In addition, the bidder must submit **two full, complete, and exact ELECTRONIC copies** of the original proposal in PDF file format to be viewable by State evaluators using Adobe Acrobat Reader software on compact disk (CD). A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.4 BID PROPOSAL CONTENT

The bid proposal should be submitted in one volume and that volume divided into four (4) sections with tabs (separators), and the content of the material located behind each tab, as follows:

- Section 1 - Forms (Section 4.4.1 - 4.4.3.)
- Section 2 - Technical Proposal (Section 4.4.4)
- Section 3 - Organizational Support and Experience (Section 4.4.5)
- Section 4 - Cost Proposal (Section 4.4.6)

4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL

4.4.1.1 SIGNATORY PAGE

The bidder shall complete and submit the Signatory page provided on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>. The Signatory page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the Signatory page must be signed by a general partner. If the bidder is a joint venture, the Signatory page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.1.2 OWNERSHIP DISCLOSURE FORM

In the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>.

4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. The bidder shall use the Disclosure of Investigations and Actions Involving Bidder form located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>.

4.4.1.4 NOTICE OF INTENT TO SUBCONTRACT FORM

All bidders shall complete the attached Notice of Intent to Subcontract Form <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml> to advise the State as to whether or not a subcontractor will be utilized to provide any goods or services under the contract. If this is a Small Business Subcontracting set-aside contract, the bidder must comply with the Procedures for Small Business Participation as Subcontractors set forth in <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>.

4.4.1.5 SUBCONTRACTOR UTILIZATION FORM

If the bidder intends to utilize a subcontractor, the Subcontractor Utilization Form <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml> must be completed and submitted with the bid proposal.

4.4.1.6 DOMESTIC SECURITY CONCERNS

The bidder, including any subcontractors, shall provide significant information to evidence that all contractor staff members assigned to these reviews have received appropriate clearance and background checks which include driving records and any criminal history (as a minimum – non Federal Background Check) or evidence of the level of security clearance the bidder may have, in order to preserve or protect any and all materials and data that may be considered by the State and the transit agency as security and sensitive matters.

4.4.2 PROOF OF REGISTRATIONS THAT MUST BE SUBMITTED WITH THE BID PROPOSAL

4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE

FAILURE TO SUBMIT A COPY OF THE BIDDER'S BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) FROM THE DIVISION OF REVENUE WITH THE BID PROPOSAL MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.

The bidder may go to www.nj.gov/njbgs to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 01 20 06 located on the Advertised Solicitation, Current Bid Opportunities webpage
<http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>

4.4.2.2 SMALL BUSINESS SET-ASIDE CONTRACTS

This is a contract with set aside subcontracting goals for Small Businesses. All bidders must include in their bid proposal a completed and signed **Notice of Intent to Subcontract** form located on the Advertised Solicitation, Current Bid Opportunities webpage
<http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>. Bidders intending to utilize subcontractors must also include a completed and signed Subcontractor Utilization Plan form located on the Advertised Solicitation, Current Bid Opportunities webpage
<http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>. Failure to submit the required forms shall result in a determination that the bid is materially non-responsive. Bidders seeking eligible small businesses should contact the New Jersey Commerce and Economic Growth Commission at (609) 292-2146.

4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.

4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION

The bidder is required to complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. The requirement is a precondition to entering into a State contract. The MacBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage:
<http://www.state.nj.us/treasury/purchase/bid/summary/06-x38335.shtml>.

4.4.3.2 AFFIRMATIVE ACTION

The bidder is required to complete the attached Affirmative Action Employee Information Report, or, in the alternative, supply either a New Jersey Affirmative Action Certificate or evidence that the bidder is operating under a federally approved or sanctioned affirmative action program. The requirement is a precondition to entering into a State contract. The Affirmative Action Forms are located on the Advertised Solicitation, Current Bid Opportunities webpage
<http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>.

4.4.3.3 SERVICES SOURCE DISCLOSURE FORM

Pursuant to N.J.S.A. 52:34-13.2, the bidder is required to submit with its bid proposal a completed source disclosure form. <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>. Refer to section 7.1.2 of this RFP.

4.4.4 TECHNICAL PROPOSAL

In this Section, the bidder shall describe its approach and plans for accomplishing the work outlined in the Scope of Work Section, i.e., Section 3.0. The bidder must set forth its understanding of the requirements of this RFP and its ability to successfully complete the contract. This Section of the bid proposal should contain at least the following information:

4.4.4.1 MANAGEMENT OVERVIEW

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. This narrative should convince the State that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract. This narrative should convince the State that the bidder's general approach and plans to undertake and complete the contract are appropriate to the tasks and subtasks involved.

Mere reiterations of RFP tasks and subtasks are strongly discouraged, as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince the State that the bidder's detailed plans and approach proposed to complete the Scope of Work are realistic, attainable and appropriate and that the bidder's bid proposal will lead to successful contract completion.

4.4.4.2 CONTRACT MANAGEMENT

The bidder should describe its specific plans to manage, control and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidder's approach to communicate with the State Contract Manager including, but not limited to, status meetings, status reports, etc.

4.4.4.3 CONTRACT SCHEDULE

The bidder should include a contract schedule. If key dates are a part of this RFP, the bidder's schedule should incorporate such key dates and should identify the completion date for each task and sub-task required by the Scope of Work. Such schedule should also identify the associated deliverable item(s) to be submitted as evidence of completion of each task and/or subtask.

The bidder should identify the contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology. The use of Gantt, PERT or other charts is at the option of the bidder.

4.4.4.4 MOBILIZATION AND IMPLEMENTATION PLAN

Not Applicable

4.4.4.5 POTENTIAL PROBLEMS

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solution.

4.4.5 ORGANIZATIONAL SUPPORT AND EXPERIENCE

The bidder should include information relating to its organization, personnel, and experience, including, but not limited to, references, together with contact names and telephone numbers, evidencing the bidder's qualifications, and capabilities to perform the services required by this RFP.

4.4.5.1 LOCATION

The bidder should include the location of the bidder's office that will be responsible for managing the contract. The bidder should include the telephone number and name of the individual to contact.

4.4.5.2 ORGANIZATION CHART (CONTRACT SPECIFIC)

The bidder should include a contract organization chart, with names showing management, supervisory and other key personnel (including sub-vendor's management, supervisory or other key personnel) to be assigned to the contract. The chart should include the labor category and title of each such individual.

4.4.5.3 RESUMES

Detailed resumes should be submitted for all management, supervisory and key personnel to be assigned to the contract. Resumes should be structured to emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope to those required by this RFP. Resumes should include the following:

- Clearly identify the individual's previous experience in completing similar contracts.
- Beginning and ending dates should be given for each similar contract.
- A description of the contract should be given and should demonstrate how the individual's work on the completed contract relates to the individual's ability to contribute to successfully providing the services required by this RFP.
- With respect to each similar contract, the bidder should include the name and address of each reference together with a person to contact for a reference check and a telephone number.

4.4.5.4 BACKUP STAFF

The bidder should include a list of backup staff that may be called upon to assist or replace primary individuals assigned. Backup staff must be clearly identified as backup staff.

In the event the bidder must hire management, supervisory and/or key personnel if awarded the contract, the bidder should include, as part of its recruitment plan, a plan to secure backup staff in the event personnel initially recruited need assistance or need to be replaced during the contract term.

4.4.5.5 ORGANIZATION CHART (ENTIRE FIRM)

The bidder should include an organization chart showing the bidder's entire organizational structure. This chart should show the relationship of the individuals assigned to the contract to the bidder's overall organizational structure.

4.4.5.6 EXPERIENCE OF BIDDER ON CONTRACTS OF SIMILAR SIZE AND SCOPE

The bidder should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the bidder's ability to successfully complete the services required by this RFP. Emphasis should be placed on contracts that are similar in size and scope to the work required by this RFP. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this RFP. For each such contract, the bidder should provide two names and telephone numbers of individuals for the other contract party. Beginning and ending dates should also be given for each contract.

4.4.5.7 FINANCIAL CAPABILITY OF THE BIDDER

In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit certified financial statements to include a balance sheet, income statement and statement of

cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder should submit a bank reference.

A bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. Bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with the Bid Proposal.

The State reserves the right to make the determination to accept the assertion and shall so advise the bidder.

4.4.5.8 SUBCONTRACTOR(S)

- A. **All bidders** must complete the **Notice of Intent to Subcontract Form** whether or not they intend to utilize subcontractors in connection with the work set forth in this RFP. If the bidder intends to utilize subcontractor(s), then the **Subcontractor Utilization Plan** must also be submitted with the bid.

N.J.A.C. 17:13-4 and Executive Order 71 mandate that if the bidder proposes to utilize a subcontractor, the bidder must make a good faith effort to meet the set-aside subcontracting targets of awarding a total of twenty-five percent (25%) of the value of the contract to New Jersey-based, New Jersey Commerce and Economic Growth Commission registered small businesses, with a minimum of five (5) percent awarded to each of the three categories set forth below, and the balance of ten (10) percent spread across the three annual gross revenue categories: Category I – \$1 to \$500,000; Category II - \$500,001 to \$5,000,000; Category III - \$5,000,001 to \$12,000,000.

- B. **Should the bidder choose to use subcontractors and fail to meet the Small Business Subcontracting targets set forth above, the bidder must submit documentation demonstrating its good faith effort to meet the targets with its bid proposal or within seven (7) business days upon request.**
- C. Should the bidder propose to utilize a subcontractor(s) to fulfill any of its obligations, the bidder shall be responsible for the subcontractor's(s): (a) performance; (b) compliance with all of the terms and conditions of the contract; and (c) compliance with the requirements of all applicable laws.
- D. The bidder must provide a detailed description of services to be provided by each subcontractor, referencing the applicable Section or Subsection of this RFP.
- E. The bidder should provide detailed resumes for each subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is designated to perform.
- F. The bidder should provide documented experience to demonstrate that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the bidder's proposal.

4.4.6 PRICE SCHEDULE

The bidder must submit its pricing using the format set forth in the State supplied price schedule attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 01 20 06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and Conditions and the NJ Standard Terms and Conditions version 01 20 06, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of **two (2) years**. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP:

<http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of **two (2) years additional periods of one-year**, one-year periods, by the mutual written consent of the contractor and the Director.

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **ninety (90)** days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the Director.

5.5 CONTRACTOR RESPONSIBILITIES

The contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the contractor. The contractor shall have sole responsibility for all payments due any subcontractor.

The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or

payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the contractor's performance of this contract.

5.6 SUBSTITUTION OF STAFF

If it becomes necessary for the contractor to substitute any management, supervisory or key personnel, the contractor will identify the substitute personnel and the work to be performed.

The contractor must provide detailed justification documenting the necessity for the substitution. Resumes must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned.

The contractor shall forward a request to substitute staff to the State Contract Manager for consideration and approval. No substitute personnel are authorized to begin work until the contractor has received written approval to proceed from the State Contract Manager.

5.7 SUBSTITUTION OR ADDITION OF SUBCONTRACTOR(S)

This Subsection serves to supplement but not to supersede Section 3.11 of the NJ Standard Terms and Conditions version 01 20 06 located on the Advertised Solicitation, Current Bid Opportunities webpage.

If it becomes necessary for the contractor to substitute a subcontractor, add a subcontractor or substitute its own staff for a subcontractor, the contractor will identify the proposed new subcontractor or staff member(s) and the work to be performed. The contractor must provide detailed justification documenting the necessity for the substitution or addition.

The contractor must provide detailed resumes of its proposed replacement staff or of the proposed subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is to undertake.

The qualifications and experience of the replacement(s) must equal or exceed those of similar personnel proposed by the contractor in its bid proposal.

The contractor shall forward a written request to substitute or add a subcontractor or to substitute its own staff for a subcontractor to the State Contract Manager for consideration. If the State Contract Manager approves the request, the State Contract Manager will forward the request to the Director for final approval.

No substituted or additional subcontractors are authorized to begin work until the contractor has received written approval from the Director.

5.8 OWNERSHIP OF MATERIAL

All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of the contract, including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the services required under this contract shall be and remain the property of the State of New Jersey and shall be delivered to the State of New Jersey upon 30 days notice by the State. With respect to software computer programs and/or source codes developed for the State, the work shall be

considered “work for hire”, i.e., the State, not the contractor or subcontractor, shall have full and complete ownership of all software computer programs and/or source codes developed. To the extent that any of such materials may not, by operation of the law, be a work made for hire in accordance with the terms of this Agreement, contractor or subcontractor hereby assigns to the State all right, title and interest in and to any such material, and the State shall have the right to obtain and hold in its own name and copyrights, registrations and any other proprietary rights that may be available.

Should the bidder anticipate bringing pre-existing intellectual property into the project, the intellectual property must be identified in the bid proposal. Otherwise, the language in the first paragraph of this section prevails. If the bidder identifies such intellectual property ("Background IP") in its bid proposal, then the Background IP owned by the bidder on the date of the contract, as well as any modifications or adaptations thereto, remain the property of the bidder. Upon contract award, the bidder or contractor shall grant the State a non-exclusive, perpetual royalty free license to use any of the bidder/contractor's Background IP delivered to the State for the purposes contemplated by the Contract.

5.9 DATA CONFIDENTIALITY

All financial, statistical, personnel and/or technical data supplied by the State to the contractor are confidential. The contractor is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the contractor, or any individual or entity in the contractor's charge or employ, will be considered a violation of this contract and may result in contract termination and the contractor's suspension or debarment from State contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

5.10 NEWS RELEASES

The contractor is not permitted to issue news releases pertaining to any aspect of the services being provided under this contract without the prior written consent of the Director.

5.11 ADVERTISING

The contractor shall not use the State's name, logos, images, or any data or results arising from this contract as a part of any commercial advertising without first obtaining the prior written consent of the Director.

5.12 LICENSES AND PERMITS

The contractor shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The contractor shall supply the State Contract Manager with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations must be considered by the bidder in its bid proposal.

5.13 CLAIMS AND REMEDIES

5.13.1 CLAIMS

All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

5.13.2 REMEDIES

Nothing in the contract shall be construed to be a waiver by the State of any warranty, expressed or implied, of any remedy at law or equity, except as specifically and expressly stated in a writing executed by the Director.

5.13.3 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State administrative code and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor.

5.14 LATE DELIVERY

The contractor must immediately advise the State Contract Manager of any circumstance or event that could result in late completion of any task or subtask called for to be completed on a certain date.

5.15 RETAINAGE

Not applicable.

5.16 STATE'S OPTION TO REDUCE SCOPE OF WORK

The State has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Director shall provide advance written notice to the contractor.

Upon receipt of such written notice, the contractor will submit, within five (5) working days to the Director and the State Contract Manager, an itemization of the work effort already completed by task or subtask. The contractor shall be compensated for such work effort according to the applicable portions of its price schedule.

5.17 SUSPENSION OF WORK

The State Contract Manager may, for valid reason, issue a stop order directing the contractor to suspend work under the contract for a specific time. The contractor shall be paid until the effective date of the stop order. The contractor shall resume work upon the date specified in the stop order, or upon such other date as the State Contract Manager may thereafter direct in writing. The period of suspension shall be deemed added to the contractor's approved schedule of performance. The Director and the contractor shall negotiate an equitable adjustment, if any, to the contract price.

5.18 CHANGE IN LAW

Whenever an unforeseen change in applicable law or regulation affects the services that are the subject of this contract, the contractor shall advise the State Contract Manager and the Director in writing and include in such written transmittal any estimated increase or decrease in the cost of its performance of the services as a result of such change in law or regulation. The Director and the contractor shall negotiate an equitable adjustment, if any, to the contract price.

5.19 CONTRACT PRICE INCREASE (PREVAILING WAGE)

If the Prevailing Wage Act (N.J.S.A. 34:11-56 et seq.) is applicable to the contract, the contractor may apply to the Director, on the anniversary of the effective date of the contract, for a contract price increase. The contract price increase will be available only for an increase in the prevailing wages of trades and occupations covered under this contract during the prior year. The contractor must substantiate with documentation the need for the increase and submit it to the Director for review and determination of the amount, if any, of the requested increase, which shall be available for the upcoming contract year. No retroactive increases will be approved by the Director.

5.20 ADDITIONAL WORK AND/OR SPECIAL PROJECTS

The contractor shall not begin performing any additional work or special projects without first obtaining written approval from both the State Contract Manager and the Director.

In the event of additional work and/or special projects, the contractor must present a written proposal to perform the additional work to the State Contract Manager. The proposal should provide justification for the necessity of the additional work. The relationship between the additional work and the base contract work must be clearly established by the contractor in its proposal.

The contractor's written proposal must provide a detailed description of the work to be performed broken down by task and subtask. The proposal should also contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written proposal must detail the cost necessary to complete the additional work in a manner consistent with the contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the contractor in the contractor's original bid proposal submitted in response to this RFP. Whenever possible, the price schedule should be a firm, fixed cost to perform the required work. The firm fixed price should specifically reference and be tied directly to costs submitted by the contractor in its original bid proposal. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

Upon receipt and approval of the contractor's written proposal, the State Contract Manager shall forward same to the Director for the Director's written approval. Complete documentation from the Using Agency, confirming the need for the additional work, must be submitted.

Documentation forwarded by the State Contract Manager to the Director must include all other required State approvals, such as those that may be required from the State of New Jersey's Office of Management and Budget (OMB) and Office of Information and Technology (OIT).

No additional work and/or special project may commence without the Director's written approval. In the event the contractor proceeds with additional work and/or special projects without the Director's written approval, it shall be at the contractor's sole risk. The State shall be under no obligation to pay for work performed without the Director's written approval.

5.21 FORM OF COMPENSATION AND PAYMENT

This Section supplements Section 4.5 of the NJ Standard Terms and Conditions version 01 20 06, located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06-x38335.shtml>. The contractor must submit official State invoice forms to the Using Agency with supporting documentation evidencing that work for which payment is sought has been satisfactorily completed. Invoices must reference the tasks or subtasks detailed in the Scope of Work section of the RFP and must be in strict accordance with the firm, fixed prices submitted for each task or subtask on the RFP pricing

sheets. When applicable, invoices should reference the appropriate RFP price sheet line number from the contractor's bid proposal. All invoices must be approved by the State Contract Manager before payment will be authorized.

In addition, primary contractors must provide, on a monthly and cumulative basis, a breakdown in accordance with the budget submitted, of all monies paid to any small business subcontractor(s). This breakdown shall be sent to the Purchase Bureau Business Unit, Set-Aside Coordinator.

Invoices must also be submitted for any special projects, additional work or other items properly authorized and satisfactorily completed under the contract. Invoices shall be submitted according to the payment schedule agreed upon when the work was authorized and approved. Payment can only be made for work when it has received all required written approvals and has been satisfactorily completed.

The contractor will be paid in accordance with the following payment schedule:

Twenty Percent (20%) of the contract price for the safety review shall be paid when invoiced according to the RFP section 3.2.5 invoices and satisfactory completion of milestones, events and other activities including:

- Satisfactory completion of the review of the transit agency's SSPP, procedures and supporting documentation.
- Issuance of a complete "Audit Checklist" to the transit agency with copies to the NJDOT State Contract Manager, containing as a minimum, the APTA-23- item checklist referenced in the FTA and NJDOT State Safety Program documents.

Forty Percent (40%) of the contract price for the safety review shall be paid when invoiced in accordance with RFP section 3.2.5 invoices and satisfactory completion of milestones, events and other activities, including:

- Satisfactory completion of the on-site audit , exit interview with the transit agency's General Manager or Director and submittal of the Preliminary Audit Report Findings to the transit agency and the NJDOT State Contract Manager.

Forty Percent (40%) of the contract price for the safety review (which is the final payment) shall be paid when invoiced according to RFP Section 3.2.5 invoices and satisfactory completion of milestones, events and other activities, including:

- Satisfactory completion of the Final Audit Report, including an executive summary of the review, and completion of and submittal of all required documents, according to RFP section 3.2.3 (project reporting) RFP section 3.7 (submittals), and RFP section 3.8 (Review of Submittals).

5.21.1 PAYMENT TO CONTRACTOR - OPTIONAL METHOD

Not applicable to this procurement.

5.22 MODIFICATIONS AND CHANGES TO THE NJ STANDARD TERMS AND CONDITIONS VERSION 01 20 06

NJ Standard Terms and Conditions version 01 20 06 are located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>

5.22.1 PATENT AND COPYRIGHT INDEMNITY

Section 2.1 of the NJ Standard Terms and Conditions version 01 20 06 is deleted and replaced with the following:

2.1 Patent and Copyright Indemnity

- a. The Contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract.
- b. The State of New Jersey agrees: (1) to promptly notify the Contractor in writing of such claim or suit; (2) that the Contractor shall have control of the defense of settlement of such claim or suit; and (3) to cooperate with the Contractor in the defense of such claim or suit, to the extent that the interests of the Contractor and the State are consistent.
- c. In the event of such claim or suit, the Contractor, at its option, may: (1) procure for the State of New Jersey the legal right to continue the use of the product; (2) replace or modify the product to provide a non-infringing product that is the functional equivalent; or (3) refund the purchase price less a reasonable allowance for use that is agreed to by both parties.

6.0 PROPOSAL EVALUATION/CONTRACT AWARD

6.1 PROPOSAL EVALUATION COMMITTEE

Bid proposals may be evaluated by an Evaluation Committee composed of members of affected departments and agencies together with representative(s) from the Purchase Bureau. Representatives from other governmental agencies may also serve on the Evaluation Committee. On occasion, the Evaluation Committee may choose to make use of the expertise of outside consultant in an advisory role.

6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

After the submission of bid proposals, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal to the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with a bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid proposal. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

6.3 EVALUATION CRITERIA

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process:

6.3.1 TECHNICAL EVALUATION CRITERIA

- A) The bidder's general approach and plans in meeting the requirements of this RFP.
- B) The bidder's detailed approach and plans to perform the services required by the Scope of Work of this RFP.
- C) The bidder's documented experience in successfully completing contracts of a similar size and scope to the work required by this RFP.
- D) The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the work required by this RFP.

- E) The overall ability of the bidder to mobilize, undertake and successfully complete the contract. This judgment will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the bidder to complete the contract, the availability and commitment to the contract of the bidder's management, supervisory and other staff proposed and the bidder's contract management plan, including the bidder's contract organizational chart.

6.3.2 BIDDER'S PRICE SCHEDULE

For evaluation purposes, bidders will be ranked according to the total bid price located on the Price Sheet located on the Advertised Solicitation, Current Bid Opportunities webpage, <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>

6.3.3 BID DISCREPANCIES

In evaluating bids, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

6.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

Following the opening of bid proposals, the State reserves the right, pursuant to N.J.S.A. 52:34-12(f), to negotiate: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder. In addition, the State reserves the right to seek a Best and Final Offer (BAFO) from one or more bidders. In response to the State's request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes, in accordance with the following procedure.

The Evaluation Committee will conduct an initial review and determine whether and with which bidder(s) it will negotiate, and will communicate its request to each such bidder. In response, the bidder will submit any required revisions to its proposal.

In response to the State's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO(s), the Evaluation Committee will complete its evaluation and recommend to the Director for award that responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for negotiation or BAFO, any revised technical and/or price proposals, the Evaluation

Committee Report and the Award Recommendation, will remain confidential until a Notice of Intent to Award a contract is issued.

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134)

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 the “Legislation”), retroactive to October 15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

7.1.1.1 DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

a) Contribution – means a contribution reportable as a recipient under “The New Jersey Campaign Contributions and Expenditures Reporting Act.” P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

b) Business Entity – means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition of a business entity includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse or child, residing in the same household.

7.1.1.2 BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of the Legislation, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134> , shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134> , shall be provided to the intended awardee with the Notice of Intent to Award.

7.1.1.4 STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor’s responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

7.1.2 SOURCE DISCLOSURE REQUIREMENTS

7.1.2.1 REQUIREMENTS OF N.J.S.A. 52:34-13.2

Under the referenced statute, effective August 3, 2005, all contracts primarily for services awarded by the Director shall be performed within the United States, except when the Director

certifies in writing a finding that a required service cannot be provided by a contractor or subcontractor within the United States and the certification is approved by the State Treasurer.

7.1.2.2 SOURCE DISCLOSURE REQUIREMENTS

Pursuant to the statutory requirements, the intended awardee of a contract primarily for services with the State of New Jersey must disclose the location by country where services under the contract, including subcontracted services, will be performed. The Source Disclosure Certification form is located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/06-x-38335.shtml>.

FAILURE TO SUBMIT SOURCING INFORMATION WHEN REQUESTED BY THE STATE SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.

If any of the services cannot be performed within the United States, the bidder shall state with specificity the reasons why the services cannot be so performed. The Director shall determine whether sufficient justification has been provided by the bidder to form the basis of his certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

7.1.2.3 BREACH OF CONTRACT OF EXECUTIVE ORDER 129

A SHIFT TO PROVISION OF SERVICES OUTSIDE THE UNITED STATES DURING THE TERM OF THE CONTRACT SHALL BE DEEMED A BREACH OF CONTRACT.

If, during the term of the contract, the contractor or subcontractor, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of any of the services outside the United States, the contractor shall be deemed to be in breach of its contract, which contract shall be subject to termination for cause pursuant to Section 3.5b.1 of the Standard Terms and Conditions version 01 20 06 of the RFP, unless previously approved by the Director and the Treasurer.

7.2 FINAL CONTRACT AWARD

Contract award[s] shall be made with reasonable promptness by written notice to that responsible bidder(s), whose bid proposal(s), conforming to this RFP, is(are) most advantageous to the State, price, and other factors considered. Any or all bid proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

7.3 INSURANCE CERTIFICATES

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured.

7.4 PERFORMANCE BOND

Not Applicable to this procurement.

8.0 CONTRACT ADMINISTRATION

8.1 CONTRACT MANAGER

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the contractor will be provided with the State Contract Manager's name, department, division, agency, address, telephone number, fax phone number, and email address.

8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving the deliverables and approving payment vouchers. The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor can not resolve a dispute with contract users.

PRICE SCHEDULES

SAFETY REVIEW SERVICES FOR NEW JERSEY DEPARTMENT OF TRANSPORTATION

Bid Number 06-X-38335

Refer to [RFP Section 3.0](#) (Scope of Work) for task requirements and deliverables & RFP Section 2.1 for definition of "Fixed Price"

Bidder Name _____

SAFETY REVIEW SERVICES FOR NEW JERSEY DEPARTMENT OF TRANSPORTATION

Price Schedule

Price Line No.	Commodity –Service Description	Quantity	Unit	Fixed Unit Price	Total Price
1	AS PER RFP SECTION 3.0, SCOPE OF WORK. ENTER THE FIXED PRICE TO PERFORM SAFETY REVIEW SERVICES – NJDOT ALL INCLUSIVE FULLY LOADED FIRM FIXED PRICE TO PERFORM SAFETY REVIEW (AUDIT) OF THE NEWARK CITY SUBWAY SYSTEM (NJT-NCS) *	1	EACH	\$	\$
2	AS PER RFP SECTION 3.0, SCOPE OF WORK SAFETY REVIEW SERVICES – NJDOT ALL INCLUSIVE FULLY LOADED FIRM FIXED PRICE TO PERFORM SAFETY REVIEW (AUDIT) OF THE PATCO TRANSIT SYSTEM (DRPA-PATCO)	1	EACH	\$	\$
3	TOTAL CONTRACT PRICE TOTAL OF LINES 1 & 2				\$
4	INSERT TOTAL PRICE FROM SUPPLEMENTAL PRICE SCHEDULE. THIS IS FOR ADDITIONAL WORK/SPECIAL PROJECT AS DEFINED IN RFP SECTION 3.10.**	1		\$	\$
5	TOTAL BID PRICE Total of lines 3 and 4 above				\$

The bidder must provide a price for each item or the bid proposal shall be considered non-responsive.

- * Bidders shall provide a budget with labor and hours that show how the total price was derived. The budget should also align with the scope of work so a budget for various work tasks is also shown.
- ** Insert price from supplemental price schedule. Invoiced and paid separately in addition to contract price on a as needed basis.

Bidder Name _____

SUPPLEMENTAL PRICE SCHEDULE

**SAFETY REVIEW SERVICES FOR THE NEW JERSEY
DEPARTMENT OF TRANSPORTATION
Hourly Rates for Staff**

Bid Number 06-X-38335

Personnel Category _____ Hourly Rate X Hours = Total

Professional Staff

Name\$.....X.....= \$

Name\$.....X.....= \$

Name\$.....X.....= \$

Subtotal hours for Professional Staff 10

Technician/Inspector

Name\$.....X.....= \$

Name\$.....X.....= \$

Name\$.....X.....= \$

Subtotal hours for Technician/Inspector 10

Clerical/Support Staff

Name\$.....X.....= \$

Name\$.....X.....= \$

Name\$.....X.....= \$

Subtotal hours for Clerical/Support Staff 10

Total 30 \$

The bidder is to provide one or more staff persons in each labor category with that persons name, position and hourly rate. If only one person is proposed in a personnel category then multiply that person's hourly rate by 10 hours. If two persons are proposed in a category then multiply each persons hourly rate by 5 hours, etc. Add the total price for all the staff together and insert on line 4 of the price schedule. The hours specified here are for bidding purposes only. Payment will be based on actual hours worked for additional safety audits as specified in section 3.10 of the scope of work. There is no guarantee that any work will be performed under section 3.10 of the RFP.

Appendices

06-X-38335

The appendices are listed here but are posted separately on the Bidding Opportunities web page. The bidder should download all the appendices to this RFP

APPENDIX 1 : PREVIOUS RFP FOR SAFETY REVIEW SERVICESFOR NEW JERSEY DEPARTMENT OF TRANSPORTATION

APPENDIX 2 : PROGRAM DOCUMENTS STANDARDS AND PROCEDURES – PROCEDURES FOR ACCIDENT & UNACCEPTABLE HAZARDOUS CONDITION INVESTIGATION & REPORTING

APPENDIX 3 : PROCEDURES FOR REVIEW & APPROVAL OF SYSTEM PROGRAM PLANS

APPENDIX 4 : THREE YEAR SAFETY REVIEWS

APPENDIX 5 : EXHIBIT 1 CHECKLIST FORMS

APPENDIX 6 : NJDOT STATE SAFETY OVERSIGHT PROGRAM FOR FIXED GUIDEWAY TRANSIT SYSTEMS

APPENDIX 7 : SYSTEM SAFETY PROGRAM STANDARDS (PART ONE)

APPENDIX 8 : SYSTEM SAFETY PROGRAM STANDARDS (SUMMARY CONFORMANCE CHECKLIST)

APPENDIX 9: EXHIBIT 2A CHECKLIST FORMS